



**CIVIC IMPROVEMENT FUND (HOTEL/MOTEL TAX)**

**REQUEST FOR PROPOSAL**

***SUBMITTAL DUE: 4:00 p.m., Thursday, November 6, 2003***

**PLEASE SEND (7) COPIES TO:**

**CITY OF BAINBRIDGE ISLAND  
COMMUNITY RELATIONS COMMITTEE  
280 MADISON AVENUE NORTH  
BAINBRIDGE ISLAND, WA 98110-1812**

**ATTN: MICHELLE FISCHER, SENIOR EXECUTIVE SECRETARY**

# **REQUEST FOR PROPOSALS**

## **Civic Improvement Funds (Hotel/Motel Tax)**

Dear Applicant:

The City of Bainbridge Island has appropriated funds for the fiscal year 2004 and requests proposals from individuals and organizations that wish to enter into a contract with the City. Selected applicants will provide services or products for the benefit and general welfare in accordance with the Bainbridge Island Comprehensive Plan (see attached.)

The 2004 Budget allocates \$60,000 for Civic Improvement (Hotel/Motel Tax) Fund.

Preference in awarding contracts will be given to applicants engaged in non-profit activities and then to profit-making applicants who have proven products or services with a community benefit. Subject to the availability of funding set forth in this letter, there are no monetary limitations. However, we strongly advise applicants not to apply for 100% of available funds for any one project.

Each proposal submitted will be considered by the Hotel/Motel Tax Advisory Committee and submitted to the Community Relations and Finance Committees before recommendation to the City Council for final decision. The committees shall have the authority to negotiate concerning the content of any applicant's proposal.

Successful applicants will be required to enter into a contract with the City to provide services or products. Payment by the City will be due after performance under the contract is complete, unless a showing of necessity is made or the contract states otherwise.

# REQUEST FOR PROPOSALS

## HOTEL/MOTEL TAX REVENUES USE 2004 AMOUNT.....\$60,000

**Instructions:** Each proposal should be as brief as possible and in clear language. Attachments may be included. Seven (7) copies should be submitted by **4:00 p.m., Thursday, November 6, 2003**.

The City has budgeted up to \$60,000 in 2004 for projects supported by the Civic Improvement Fund. This fund supports projects that either 1) advertise, publicize, or otherwise distribute information for the purpose of attracting visitors and encouraging tourism expansion or 2) include all or any part of the cost of acquisition, construction, or operation of facilities for performing, visual arts, or other facilities, as provided for in BIMC 3.65.040 (attached).

The following must be addressed in the application:

1. Include a contact person, name, address, phone number and email address.
2. Identify the applicant and its goals, philosophy, and stated purpose. If appropriate, biographical information of key members should be provided.
3. Specifically identify the objective to be achieved and how the undertaking will accomplish the objective.
4. Illustrate how this project partners with other related projects promoting tourism.
5. Identify the beneficiaries of this project.
6. Explain why Hotel/Motel tax revenues should be used for this undertaking.
7. Explain how the objective of the undertaking will be measured.
8. State the amount of time anticipated to complete the undertaking.
9. State the total dollar amount needed to complete the undertaking, the amount of money being requested and whether or not any other sources of funding have been obtained or are contemplated. Also state what will happen when/if funding is exhausted prior to completion of the undertaking.
10. Identify separately all attachments, such as budgets, reference, in-depth analysis or data, and/or other relevant supportive information.

PROPOSALS SHALL BE DISTINCT PROJECTS WHICH "STAND ALONE" AND ARE MEASURABLE IN THEIR ACCOMPLISHMENTS. Approval of this project constitutes NO guarantee of future funding by the City. Because all approved projects will be financed through a contract for services or products, payment will be made in 2004 only when contracted services or products are delivered to the City, or on behalf of the City, in accordance with the project proposal. Additionally, the successful applicant(s) will be required to obtain a City business license before awarding funds.

All project activities must be identified as having been funded by the City of Bainbridge Island.

Attachments: B.I.M.C. 3.65.040  
Bainbridge Island Comprehensive Plan Vision and Goals

**DEADLINE: 4:00 p.m., Thursday, November 6, 2002**

### **3.65.040 Civic Improvement Fund.**

There is created a special fund in the treasury of the city, to be known as the “civic improvement fund.” All taxes collected under this chapter shall be placed in the fund(1) to pay for all or any part of the cost of acquisition, construction, or operation of stadium facilities, convention center facilities, performing arts center facilities, and/or visual arts center facilities, or any other such facilities; (2) to pay or secure the payment of all or any portion of the general obligation bonds or revenue bonds issued for such purposes, or purposes provided for in Chapter 67.28 RCW, and any amendments thereto; (3) to pay for advertising, publicizing, or otherwise distributing information for the purpose of attracting visitors and encouraging tourist expansion; or (4) to pay for such other uses as may from time to time be authorized for the taxes pursuant to statute. No more than one-half of the taxes collected under this chapter shall be used to pay for advertising, publicizing or otherwise distributing information for the purpose of attracting visitors and encouraging tourist expansion unless an exception is approved by a vote of a majority of all council members plus one more vote. (Ord. 96-37 § 1, 1996; Ord. 92-20 § 4, 1992)

# **City of Bainbridge Island Comprehensive Plan Visions & Goals of Bainbridge Island**

(Approved September 1, 1994)

## **VISION STATEMENT**

Bainbridge Island is a cohesive community with a distinctive urban center and individual settlements. Winslow is the heart of the Island. It is the place where all residents come to transact daily commerce and to meet for social activities. Its vibrant, pedestrian-oriented core should be enhanced as a center for the Island's commercial activity, a common area or center where the local community can meet. The neighborhood service centers of Rolling Bay, Island Center, and Lynnwood Center offer small-scale commercial and service activity outside Winslow. These areas would remain much as they are, with some in-fill development.

Outside of Winslow and the service centers, Bainbridge Island should preserve its pastoral heritage which is rooted in its open spaces, winding roads, and small-scale agricultural establishments. It should preserve the distinctive qualities of its harbors and small communities. New development should be compatible with the natural landscape.

Bainbridge Island is economically linked to Seattle; however, the artistic, cultural and entrepreneurial spirit of its residents should be encouraged by providing opportunities for environmentally-sound businesses and home occupations.

The Island's natural amenities should be linked through corridors of green--trails, wildlife corridors, and landscape buffers along scenic roads and major arterials. Public access to the shoreline should be improved and the shoreline should be protected from over development. Development should not be haphazardly imposed upon the landscape, but should be sensitive to its natural environs, recognizing the natural carrying capacity of Bainbridge as an Island, based on the principle that the Island's environmental resources are finite and must be maintained at a sustainable level. Foremost, Bainbridge Island should preserve the diversity of one of its most precious resources--its people. The Island should remain a place where the business people, artists, farmers and long-time residents can all find a place to live.

# GOALS

- ✓ Preserve open space and the character of the natural landscape
- ✓ Preserve environmentally sensitive areas
- ✓ Protect the water resources of the Island, which are of primary importance to its residents
- ✓ Preserve and encourage agricultural activities as a means of providing locally grown food, enhancing the cultural and economic diversity of the community and preserving open space and view corridors
- ✓ Foster the diversity of the residents of the Island, its most precious resource
- ✓ Encourage the retention of small-scale service centers outside Winslow
- ✓ Provide a variety of housing choices for residents
- ✓ Foster a financially sound development pattern
- ✓ Preserve a reasonable use of the land for all landowners
- ✓ Reduce reliance on the auto and encourage establishment of pedestrian and bicycle-oriented communities
- ✓ Provide affordable housing
- ✓ Establish Winslow's urban core as a mixed-use, pedestrian-oriented village
- ✓ Foster the energy, drive, initiative and artistic talent of Island residents by encouraging home occupations and environmentally-sound businesses, with minimal impact on groundwater resources
- ✓ Provide adequate public facilities and utilities within the citizens' ability to pay which maximize public safety and minimize adverse environmental impacts.
- ✓ Support, protect and enhance the value of the arts and humanities as essential to education, quality of life, economic vitality, broadening of mind and spirit, and as treasure in trust for our descendants.